



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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|---|--|--|-------------------------------------|
| 1. Application Date March 13, 1973 | INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer. | FOR RECORDS MANAGEMENT DIVISION USE | |
| 2. Agency Application No. 99 | | Date Received MAY 1 1973 | Application No. 73-313 |
| 3. Agency, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Plant Industry - Seed Inspection Unit 19 Hunter Street, S.W. Atlanta, Georgia 30334 | | 4. Person to Contact E.E. Winstead | Date Completed MAY 2 1973 |
| | | 5. Working Title Director | 6. Tel. No. 656-3633 |

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest
Dates of Series
Jan. 69 to date

9. Exact Series Title
(OFFICIAL SEED SAMPLE INSPECTION REPORT FILES)
OFFICIAL SEED SAMPLE INSPECTION REPORT FILES

10. What is the function of the office in which this record series is created?

Division

The Plant Industry is responsible for supervising and regulating the Plant Industry in Georgia. It seeks to control and eradicate certain diseases and insects within the Plant Industry. The Division promulgates and administers rules and regulations pertaining to laws passed by the General Assembly designed to regulate the fertilizer, feed, seed, pesticide, grain, nursery, apary, and other plant industries doing business within Georgia. The Seed Unit administers the rules and regulations pertaining to the selling of seed in Georgia and provides a service testing program for farmers and seedsmen.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to collecting and analysing seed offered for sale in Georgia.
Document is: Official Seed Sample Inspection Report (no number) which identifies the sample, date and where collected and gives analyses of tags, amount of seed, lot number and brand of seed.

File is arranged by Laboratory number.

ATTACH SAMPLES OF THE FILE

| EQUIPMENT OCCUPIED | No. of Drawers | Cu. Ft. of Records | ANNUAL RATE OF ACCUMULATION | No. of Drawers Cu. Ft. of Records | | | |
|--------------------------|----------------|--------------------|------------------------------------|-----------------------------------|-------------|--------------------|-----------------|
| | | | | In Office(s) | | In Storage Area(s) | |
| Letter-size File Drawers | 18 | 27 | | 6 | | 9 | |
| Legal-size File Drawers | | | Floor Space Occupied (Square Feet) | | | | |
| | | | | This Year's | Last Year's | Preceding Year's | All Prior Years |
| | | | AVERAGE DAILY REFERENCES | 5 | 1 | 1 | 1 |

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ []
14. Is there a duplication of this series in another office or agency? ☒ []
Inspectors has copy and a copy for reference under Inspectors ID No.
15. Is the information contained in this series ever summarized or published? ☐ [] [x]
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? ☐ [] [x]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] [x]
18. Could the function be performed if the files were lost or destroyed? ☒ [] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] [x]
20. Does the record series provide data as input to an EDP file? ☐ [] [x]
21. Does the record series contain documentation produced as EDP printout? ☐ [] [x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [] [x]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] [x]

24. REQUIREMENTS. The following requires the files to be kept 3 years:

a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Experience shows that litigation between purchaser and seed dealer will probably arise within 3 years of the analysis of the seed.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☒ CALENDAR YEAR ☐ FISCAL YEAR ☐ OTHER _____, then:

- ☒ Hold in the current files area 3 month(s)/3 year(s):
- ☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold 3 year(s):
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☐ Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

| | | | |
|--|--|---------------------------|---------|
| Records Management Officer (Signature) <i>Elli D. Sikse</i> | Date 3-13-73 | OTHER REQUIRED SIGNATURES | DATE |
| 26. Recommendations in paragraph 25 are: | Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | <i>Elli D. Sikse</i> | 3-13-73 |
| STATE RECORDS COMMITTEE | State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | <i>William M. Lipa</i> | 5-27-73 |
| | Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | <i>Carol Hart</i> | 4-30-73 |
| | Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | <i>Robert H. Shree</i> | 5-2-73 |
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